

168<sup>TH</sup> REGIMENT (REGIONAL TRAINING INSTITUTE)  
MODULAR TRAINING BATTALION  
5040 BENNETT STREET, BUILDING 8010  
FORT CARSON, COLORADO 80913

# **COLORADO ARMY NATIONAL GUARD OFFICER CANDIDATE SCHOOL**

## **CLASS 56**

### **Application & Selection Process**

DEPARTMENT OF THE ARMY  
COLORADO ARMY NATIONAL GUARD  
168<sup>th</sup> REGIMENT (REGIONAL TRAINING INSTITUTE)  
5040 BENNETT STREET, BUILDING 8010  
FORT CARSON, COLORADO 80913

168RTI-MOD-OCS

11 August 2012

MEMORANDUM FOR All Colorado Army National Guard Units

SUBJECT: Officer Candidate School (OCS) Applications

1. The Colorado Army National Guard Officer Candidate School (OCS) is now accepting applications for OCS Class 56. Applications should arrive no later than 15 November 2012.
2. Application packets will be distributed to each unit. The application packet contains:
  - a. OCS Eligibility Requirements
  - b. Application Form - to be filled out jointly by applicant and unit commander
  - c. Unit Checklist - to assist unit administrator in preparation of required documents
  - d. OCS Student Enrollment Pre-requisite Checklist
  - e. Example - Company Commander's Memorandum of Acknowledgement - (*must be in the format as the example attached.*)
  - f. Example - Letter of Recommendation – (*letter can be from an employer, supervisor, First Sergeant, Commander, recruiter etc.*)
  - g. Example – Medical Waiver Request Memorandum
  - h. Example – AIT Waiver Request Memorandum
  - i. Example - Conviction Waiver Request Memorandum
  - j. Example – Basic Course Contract
  - k. Example – Security Clearance Statement of Understanding
  - l. Example – Verification of Social Security Card
  - m. Commander's Interview Guide

n. Essay Form- Why I Want To Be An Officer (*must be in the format as the example attached. Those that are not in this format will not be accepted.*)

o. Essay Form - Autobiography - (*must be in the format as the example attached. Those that are not in this format will not be accepted.*)

p. Applicant Checklist – to ensure applicant has all documentation required prior to the selection board 05 January 2013.

3. It is important to have all required documents or proof of request for documents included in the applicants' packets to ensure successful participation in the 2013 OCS Application and Selection Process. Soldiers need to coordinate with their units concerning their pay status (split train, RMA) for Selection Process attendance 5-6 January 2013 with the 168<sup>th</sup> Regiment. The following information pertains to the OCS Application and Selection Process:

Application Packets Due:	15 November 2012
Late Packet Deadline:	15 December 2012 (for Soldiers who are deployed, at Basic or AIT during the scheduled 15 Nov 2012 due date)
Screening/Selection Process Dates:	5-6 January 2013
Location:	Centennial Training Center BLDG 812 & 811 Fort Carson, CO 80913
Report/Release Time:	050700TJAN13/ 061700TJAN13

Uniform: 05 January 2013 – Members of the Armed Forces: Army Physical Fitness Uniform or service equivalent.  
Civilians: Appropriate exercise attire with running shoes  
**All applicants are required to complete a Record Army Physical Fitness Test and score 60% on each event on 05 January 2013**

6 January 2013 - Members of the Armed Forces: Army Class A or service equivalent  
Civilians: Business attire (*suit and tie for males and pantsuit or business suit for females*)

4. Mail Application Packets to: **Colorado Army National Guard**  
**168<sup>th</sup> Regiment (RTI), Regimental S-1**  
**OCS Packets**  
**ATTN: SFC Carlos Chalacan / 719-526-4960**  
**5040 Bennett Street / Building 8010**  
**Fort Carson, Colorado 80913-4019**
5. References: NGR 351-5, State Military Academies; NGR 600-100, Commissioned Officers – Federal Recognition and Related Personnel Actions; NGB-ARH Policy Memo 09-006, State Officer Candidate School (OCS); AR 350-1, Army Training and Leader Development; AR 40-501, Standards of Medical Fitness; TC 3-22.20, Army Physical Readiness Training; AR 350-1, Army Training and Leader Development; AR 135-100, Appointment of Commissioned and Warrant Officers of the Army.
6. POC is SFC Carlos Chalacan, Regimental S-1 NCOIC, at 719-526-4960 or email [carlos.chalacan@us.army.mil](mailto:carlos.chalacan@us.army.mil).

ROBERT M. FORD  
MAJ, MP  
OCS Company Commander

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**COLORADO ARMY NATIONAL GUARD  
OFFICER CANDIDATE SCHOOL (OCS)  
CLASS 56  
UNIT INSTRUCTIONS  
(To Be Completed By Applicant's Unit)**

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NOTE: Completion of this checklist does not guarantee enrollment. The OCS applicant will be admitted into OCS upon recommendation from a selection board and verification of required data.

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**Unit Level Actions.** The OCS applicant's unit of assignment completes the following actions. Application packet must be received **NLT 15 November 2012**. Please call SFC Carlos Chalacan, 719-526-4960. Applicants must insure that they are checking their e-mail accounts for any information they may be missing from their packet. It is imperative that you meet the requirements and the timeline for the packets. The board will be held on 5-6 January 2013. Be prepared for the required APFT/Height and weight. You must pass this or you will not be proceeding to the board on Sunday.

(1) Complete OCS Student Enrollment Pre-requisite Checklist. Follow the instructions in Eligibility Requirements.

(2) Complete Colorado OCS Application Packet. Ensure the Unit Commander and the applicant both sign and date the Application form. Documents in the OCS Application Packet to be returned include:

- a. Application Form- Ensure the Unit Commander and the applicant both sign and date the application.
- b. Checklist with supporting documents.
- c. Applicant's Company Commander's Memorandum of Acknowledgement-ensure that accurate commander contact information is included.
- d. Applicant's Letter of Recommendation
- e. Applicant's essays, "Why I Want to Be an Officer" and Autobiography.
  - a. Certified Copy of Chapter II Physical
  - b. Most recent LES as of 04 January 2013 indicating number of UTAs used.

(3) Provide a good military and civilian email address. OCS will use this email address to verify that the packet was received and/or notify the applicant if there is any documentation missing.

(4) Assemble the packet documents, OCS Application on top, followed by this checklist with all supporting documents, and mail to:

Colorado Army National Guard  
168<sup>th</sup> Regiment (RTI), Regimental S-1 OCS Packets  
ATTN: SFC Carlos Chalacan (719-526-4960)  
5040 Bennett Street / Building 8010  
Fort Carson, Colorado 80913-4019

(5) At the conclusion of the selection board on 5-6 January 2013 the selected Soldiers units for OCS class 56 will be notified. After notification the following actions need to be completed.

(a) Prepare a Personnel Action Request (PAR) for attachment. **Applicants must be attached to the RTI prior to the February 2013 drill.** Please execute the PAR as follows:

TYPE ATTACHMENT: 41  
UNIT PROCESSING CODE OF ATCH: W8F4AA  
ATTACHEMENT CODE: A  
EFF DATE OF ATCH: 01 FEB 2013 / 01 SEP 2013 FOR OCS-P  
EXPIRATION DATE OF ATCH: 31 AUG 2014

(b) Prepare a PAR for Promotion for administrative advancement to the rank of SSG (E-6). This form is not required for applicants currently in the pay grade E-6 or above or AGR Soldiers. The effective date is **09 February 2013.** *The MOS is 09S30.*

For questions, contact SFC Carlos Chalacan, 719-526-4960 or email [carlos.chalacan@us.army.mil](mailto:carlos.chalacan@us.army.mil).

## OCS STUDENT ENROLLMENT PREREQUISITE CHECKLIST

NAME (LAST, FIRST, MI) \_\_\_\_\_ SSN: \_\_\_\_\_ STATE \_\_\_\_\_

\_\_\_\_ TRADITIONAL PROGRAM \_\_\_\_ AOCS PROGRAM

\_\_\_\_ EMERGENCY CONTACT INFORMATION SHEET

\_\_\_\_ ENROLLMENT APPLICATION / ATRRS RS PRINTOUT

\_\_\_\_ ETS DATE: (\_\_\_\_\_) MUST BE LATER THAN END OF COURSE (\* PROVIDE COPY OF PQR PRINTOUT)

\_\_\_\_ TDY/TRAVEL ORDERS: PHASE I:\_\_\_\_ PHASE II:\_\_\_\_ PHASE III:\_\_\_\_

\_\_\_\_ PROMOTION: PROVIDE COPY OF PROMOTION ORDERS TO E-6 \* IAW ARNG-HRH Policy Memo #12-025, dtd 9 Mar 12

\_\_\_\_ AGE: DOB (\_\_\_\_\_) MUST NOT EXCEED 41 YEARS AND 364 DAYS AT TIME OF INITIAL APPOINTMENT \* PQR

\_\_\_\_ TEST SCORES: GT SCORE (MIN 110) SCORE: \_\_\_\_\_ (NO WAIVERS ARE AUTHORIZED)

\_\_\_\_ EDUCATION: SEMESTER HOURS \_\_\_\_\_ DEGREE \_\_\_\_\_ (MUST HAVE A **MINIMUM OF 90 SEMESTER HOURS** TOWARD AN ACCREDITED DEGREE AND SUBMIT AN APPROVED DEGREE COMPLETION PLAN PRIOR TO ENROLLMENT ALONG WITH A COPY OF THE MOST CURRENT CERTIFIED COLLEGE TRANSCRIPT)

\_\_\_\_ MEDICAL: A COPY OF THE CURRENT MEDICAL PROTECTION SYSTEM (MEDPROs) – INDIVIDUAL MEDICAL READINESS (IMR) RECORD PRINT OUT MUST ACCOMPANY THE APPLICANT'S OCS ENROLLMENT PACKET

\_\_\_\_ APFT: PROVIDE COPY OF DA FORM 705 WITH PASSING SCORE WITHIN 60 DAYS OF PHASE I

\_\_\_\_ HEIGHT/WEIGHT: DA FORM 5500-R OR DA FORM 5501-R (AS REQUIRED) HT/WT\_\_\_\_/\_\_\_\_ BODY COMPOSITION\_\_\_\_% MAX ALLOWABLE\_\_\_\_%

\_\_\_\_ PRIOR TRAINING: COPY OF DD 214/DD 220 / NGB22, REFLECTING ALL ACTIVE DUTY, USAR AND NATIONAL GUARD SERVICE \*EFFECTIVE 4 APRIL 2011, APPLICANTS SEEKING ENROLLMENT INTO THE OCS PROGRAM MUST HAVE COMPLETED AN ARMY OR MARINE CORPS BASIC TRAINING AND ADVANCED INDIVIDUAL TRAINING

\_\_\_\_ OCS STATE ENLISTMENT OPTION: PROVIDE COPY OF DD FORM 1966 – REMARKS (IF APPLICABLE)

\_\_\_\_ WAIVERS: MORAL/CIVIL CONVICTION WAIVERS \*PER NGR 600-100, dtd 15 Apr 94 (\* MUST BE APPROVED PRIOR TO START OF COURSE AND A COPY INCLUDED WITH THE OCS ENROLLMENT PACKET

\_\_\_\_ SECURITY CLEARANCE: MAY ENROLL IN THE PROGRAM WITH AN INTERIM CLEARANCE AT THE DISCRETION OF THE STATE SECURITY MANAGER

\_\_\_\_ BIO'S (PROVIDE 3 COPIES)

MEETS PREREQUISITES:\_\_\_\_\_ DOES NOT MEET PREREQUISITES:\_\_\_\_\_ (SEE REMARKS)

REMARKS:\_\_\_\_\_

QA Representative:\_\_\_\_\_ Date:\_\_\_\_\_

POC for OCS State Rep: Rank/Name:\_\_\_\_\_ E-mail:\_\_\_\_\_

Telephone number Office:\_\_\_\_\_ Cell:\_\_\_\_\_



**OCS STUDENT ENROLLMENT PREREQUISITE CHECKLIST (supplement)**

**NAME (LAST, FIRST, MI)** \_\_\_\_\_ **SSN:** \_\_\_\_\_ **STATE** \_\_\_\_\_

\_\_\_ **UNIT CONTACT INFORMATION SHEET**  
\_\_\_ **OFFICER CANDIDATE PROFILE SUMMARY**

**BASIC BRANCH COMMISSIONED OFFICER APPOINTMENT PACKET:**

- \_\_\_ NGB FORM 62E
- \_\_\_ NGB FORM 337
- N/A DA FORM 2446-23 (REQUEST FOR ORDERS (APPOINTMENT)) (DONE WITH RECRUITING OFFICE)
- \_\_\_ DD FORM 368 (IRR OR USAR ONLY)
- \_\_\_ MILITARY EDUCATION (OCS DIPLOMA FOR CURRENT GRADE AND BRANCH)
- \_\_\_ CIVILIAN EDUCATION (OFFICIAL COLLEGE TRANSCRIPTS WITH STATEMENT IN FIGURE 3-4, NGR 600-100)
- \_\_\_ DA FORM 2808 & 2807-1 (CHAPTER 2 PHYSICAL WITHIN 2 YEARS OF COMMISSIONING)
- \_\_\_ DA FORM 5500 BODY FAT CONTENT WORKSHEET (WHEN APPLICABLE)
- \_\_\_ COPY OF SSN CARD OR STATEMENT (FIG. 3-3, NGR 600-100)
- \_\_\_ BIRTH CERTIFICATE OR STATEMENT (FIG. 3-1 OR 3-2, NGR 600-100)
- \_\_\_ VERIFICATION OF SECURITY CLEARANCE (FIG. 3-5, NGR 600-100)
- \_\_\_ STATEMENT OF MILITARY SERVICE OBLIGATION IAW AR 135-91 (WHEN APPLICABLE)
- \_\_\_ RESERVE OF THE ARMY APPOINTMENT/PROMOTION MEMORANDUMS OR ORDERS (WHEN APPLICABLE)
- \_\_\_ DD FORM 214 (WHEN APPLICABLE) OR NGB 22
- \_\_\_ STATEMENT OF UNDERSTANDING IF UNABLE TO COMPLETE 20 YEARS OF SERVICE FOR RETIREMENT  
(FIG. 3-6, NGR 600-100) (WHEN APPLICABLE)
- \_\_\_ AWARD ORDERS OR CITATIONS (WHEN APPLICABLE)
- \_\_\_ AVIATION SERVICE ORDER REQUEST (WHEN APPLICABLE)
- \_\_\_ PREVIOUS NCOER'S (WHEN APPLICABLE)
- \_\_\_ DD FORM 93 (FORM YEAR 2008)
- \_\_\_ SGLV AND SPOUSAL LIFE INSURANCE (FORM YEAR 2011)
- \_\_\_ DA FORM 5960 (INCLUDE COPY OF MARRIAGE LICENSE, BIRTH CERTIFICATES, AND DIVORCE DECREE (WHEN APPLICABLE))
- \_\_\_ W-4
- \_\_\_ DD FORM 2058
- \_\_\_ DA PHOTO
- \_\_\_ DA FORM 705
- \_\_\_ ENLISTED RECORD BRIEF OR DA FORM 2-1
- \_\_\_ SF 1199A – DIRECT DEPOSIT FORM
- \_\_\_ SPOUSE'S SOCIAL SECURITY NUMBER

MEETS PREREQUISITES: \_\_\_\_\_ DOES NOT MEET PREREQUISITES: \_\_\_\_\_ (SEE REMARKS)

REMARKS: \_\_\_\_\_

QA Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**COLORADO OFFICER CANDIDATE SCHOOL (OCS) APPLICATION**  
(To be filled out jointly by commander and OCS applicant)

1. NAME (Last, First, Middle)		2. GRADE	3. SSN	4. GENDER ____ MALE ____ FEMALE								
5. ORGANIZATION (Include Address & Zip Code)			6. UNIT PHONE									
7. HOME OF RECORD (Street, City, State & Zip Code)			8. HOME PHONE									
9. EMPLOYER (Include Address & Zip Code)			10. EMPLOYER PHONE									
11. DOB / AGE ____ / ____		12. ARE YOU A U. S. CITIZEN: ____ YES ____ NO		IF NO, DATE OF CITIZENSHIP APPLICATION: _____								
13. WAIVER(S) REQUIRED: ____ YES ____ NO IF YES, ATTACH COPY (COPIES)		14. DO YOU HAVE A CHAPTER II PHYSICAL WITHIN SIX MONTHS OF CLASS START DATE: ____ YES ____ NO		15. DO YOU HAVE A "SECRET" CLEARANCE: ____ YES ____ NO IF NO, DATE REQUESTED: _____								
16. COLLEGE DEGREE: ____ YES ____ NO IF NO DEGREE, NUMBER OF COLLEGE CREDITS: _____		TYPE OF CREDITS: ____ QUARTER (or) ____ SEMESTER										
NAME OF COLLEGE: (Include Address, City, State & Zip Code)		<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;">FRESHMAN _____</td><td style="width: 50%;"></td></tr><tr><td>SOPHOMORE _____</td><td></td></tr><tr><td>JUNIOR _____</td><td></td></tr><tr><td>SENIOR _____</td><td></td></tr></table>			FRESHMAN _____		SOPHOMORE _____		JUNIOR _____		SENIOR _____	
FRESHMAN _____												
SOPHOMORE _____												
JUNIOR _____												
SENIOR _____												
17. MILITARY BACKGROUND: PEBD : _____  PRIMARY MOS: _____  HIGHEST LEVEL OF MILITARY EDUCATION: _____  GT SCORE: (110 MINIMUM) : _____ RANK _____ DOR _____		ETS DATE: (Must be 16 months from Class Start Date)  DATE OF ARNG ENLISTMENT: _____  TOTAL YEARS OF MILITARY SERVICE: _____										
18. LAST APFT SCORE: PU ____ SU ____ RUN ____ TOTAL: ____ DATE OF TEST: _____  LAST SEMI ANNUAL WEIGH-IN: HEIGHT IN INCHES ____ WEIGHT ____ DATE _____  PASSED SCREENING WEIGHT ____ YES ____ NO IF OVER SCREENING WEIGHT, PERCENT OF BODY FAT ____ % (Attach DA Form 5500 for Males, DA Form 5501 for Females.)												
19. WERE YOU EVER REJECTED FOR MILITARY SERVICE OR APPOINTMENT AS AN OFFICER? ____ YES ____ NO  HAVE YOU EVER BEEN SEPARATED FROM SERVICE BY RECLASSIFICATION OR BOARD ACTION? ____ YES ____ NO  WERE YOU EVER COURT-MARTIALED? ____ YES ____ NO  HAVE YOU EVER BEEN ARRESTED? ____ YES ____ NO (If YES, attach statements of circumstances and request for waiver.)												
20. ARE YOU CURRENTLY A MEMBER OF THE COLORADO ARMY NATIONAL GUARD? ____ YES ____ NO												
21. PAY STATUS APPLICANT WILL BE ON FOR OCS SELECTION BOARD: ____ SPLIT TRAINING ____ RMA ____ OTHER												
22. UNIT COMMANDER'S STATEMENT OF APPLICANT'S LEADERSHIP POTENTIAL: _____  _____												
I certify that I have reviewed and verified the above information.												
SIGNATURE OF UNIT COMMAND		<b>COLORADO OFFICER CANDIDATE SCHOOL (OCS) APPLICATION</b> (To be filled out jointly by commander and OCS applicant) <small>The applicant's signature authorizes the Colorado Army National Guard Officer Candidate School to use any audio, video or still photography taken of the applicant, for any purpose, regardless if applicant is accepted, withdrawals from, or completes the OCS program. (Privacy Act Statement on page 2)</small>										

**23. OFFICER CANDIDATE SELECTION BOARD COMMENTS:**

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**24. 168<sup>th</sup> ADMINISTRATIVE REVIEW AND VERIFICATION OF REQUIRED DOCUMENTATION FOR OCS:**

- A. GT SCORE OF 110 OR HIGHER \_\_\_\_\_
- B. COLLEGE TRANSCRIPTS (Must have 60 hours to start program) \_\_\_\_\_
- C. DA PHOTO (or appropriate civilian photo if no Class A uniform) \_\_\_\_\_
- D. ESSAY – WHY I WANT TO BE AN OFFICER \_\_\_\_\_
- E. UNIT COMMANDER'S ENDORSEMENT (page 1 of this document) \_\_\_\_\_
- F. UNIT COMMANDER'S ACKNOWLEDGEMENT MEMORANDUM \_\_\_\_\_
- G. CHAPTER 2 PHYSICAL \_\_\_\_\_
- H. WAIVERS APPROVED/SUBMITTED \_\_\_\_\_

IT IS THE OPINION OF THE OFFICER CANDIDATE SELECTION BOARD THAT \_\_\_\_\_  
(SHOULD) / (SHOULD NOT) BE APPOINTED AS AN OFFICER CANDIDATE IN THE STATE RTI OFFICER CANDIDATE SCHOOL CLASS # \_\_\_\_\_.

_____ TYPED RANK AND NAME OF BOARD PRESIDENT	_____ SIGNATURE OF BOARD PRESIDENT	_____ DATE
_____ TYPED RANK AND NAME OF BOARD MEMBER	_____ SIGNATURE OF BOARD MEMBER	_____ DATE
_____ TYPED RANK AND NAME OF BOARD MEMBER	_____ SIGNATURE OF BOARD MEMBER	_____ DATE

Privacy Act Statement

1. AUTHORITY: 32 USC 307, 10 USC 275
2. PRINCIPLE PURPOSES: To obtain data necessary to determine the eligibility of an individual for Officer Candidate School
3. ROUTINE USES: 1. Identify individual and provide addresses. 2. Obtain civilian occupational background. 3. Obtain military background. 4. Obtain both civilian and military education. 5. Obtain guide to character of individual and nature of prior service. 6. Data provided is verified and may be basis for unfavorable action if determination is made that incorrect information was intentional. 7. To convey data through channels to Federal recognition board and subsequently to Chief, National Guard Bureau for purpose of obtaining Federal recognition and Reserve of the Army appointment.
4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION. Disclosure is mandatory. Failure to provide data will negate enrollment.

**OFFICER CANDIDATE SCHOOL  
ELIGIBILITY REQUIREMENTS  
2013-2014**

**SSN CARD**

Include a copy of applicant's SSN Card.

**SERVICE REQUIREMENTS**

Applicant must have enough time remaining in their current term of service to complete an OCS course. Include PQR or Extension Contract DA Form 4836. **NOT WAIVERABLE!**

**BIRTH CERTIFICATE**

- Please include a legible copy (DO NOT USE ORIGINAL) of applicant's birth certificate in the OCS application packet.
- Verify age at graduation and annotate on OCS Prerequisite Checklist.
- A verification of Birth Form used by recruiters to enlist individuals **is not acceptable.**
- Verify that applicant name is spelled the same as on other documents in the application packet.

**AGE**

- The applicant must be at least 18 years old and less than 40 years old at the time of enrollment into the OCS program. Applicant must be eligible for commission prior to his/her **42<sup>nd</sup>** birthday. **THIS IS NOT WAIVERABLE.**
- The maximum age for commissioning is 41 years and 364 days.

**PROOF OF CITIZENSHIP**

- Applicants may enroll in and complete State or Accelerated OCS without citizenship; However, they must possess or attain United States citizenship prior to appointment. Dual citizenship is not permitted. Applicants who hold dual citizenship with a foreign nation must relinquish the foreign citizenship prior to appointment, IAW NGR 600-100, paragraph 27c.

***This requirement is NOT waiverable.***

- *The following documents are needed as proof of citizenship:*
- Verify that applicant was born in the United States or is a Naturalized citizen.

- If applicant was not born in the United States, applicant must produce documentation of being a US citizen (i.e. naturalization papers)
- Do not enclose a copy of the naturalization form, instead complete memorandum in accordance with NGR 600-100, figure 3-1 or 3-2.
- If applicant is not a US citizen, enclose in packet verification that he/she has applied for US citizenship.

## NAME CHANGE

Please include legal documents or other documents resulting in a change in spelling of a name, a name change, marriage certificate or decree of divorce.

## MEDICAL

Verify whether or not the applicant requires a MEPS Chapter II, AR/NGR 40-501 Physical. The physical must be administered within six months of the class start date **08 FEB 13**. If a physical is required, initiate coordination and schedule the physical with the local MEPS. The physical must include DAT and HIV testing. Reproduce one copy of each applicable document to include in the application.

Applicant must meet the procurement medical fitness standards prescribed in AR 40-501, chapters 2 and 7. *Some* medical standards *may be* waived by NGB.

Applicant must have a physical profile serial of at least 222221. **NOT Waiverable.**

## CHAPTER 2 COMMISSIONING PHYSICAL

Please ensure copy of physical is legible.

Check the following:

- 1) Date taken: Must be prior to Phase I and within 24 months of commissioning (See TAG waiver)
- 2) Physical has been signed off by physician and reviewing officer
- 3) Individual has passed color vision to include red/green testing. Initiate appropriate waiver if necessary.
- 4) Look at annotations on physical and medical history to ensure that there are no other waivers needed.

**ALL WAIVERS ARE THE UNIT OF ASSIGNMENT'S RESPONSIBILITY**

## EDUCATION

*To Apply to the OCS Program-* Applicants for OCS must have earned a minimum of 90 semester hours toward an accredited degree. All applicants must provide a copy of the most current certified transcript from an accredited college or university documenting the credits prior to enrollment in OCS. Additionally, those without a bachelor's degree must submit an approved degree completion plan prior to enrollment. ***This transcript MUST be sent DIRECTLY to the RTI from the educational institution. Hand delivered copies, or copies provided by the applicant CANNOT be accepted.*** Additionally, those without a bachelor's degree must submit an approved degree completion plan prior to enrollment.

Applicants for the OCS program desiring appointment to the Medical Service (MS) Corps must have a baccalaureate degree prior to graduation.

One official transcript must be sent directly from the college to the address stated below.

**Colorado Army National Guard  
168<sup>th</sup> Regiment (RTI), Regimental S-1  
OCS Packets  
Attn: SFC Carlos Chalacan (719-526-4960)  
5040 Bennett Street / Building 8010  
Fort Carson, Colorado 80913-4019**

*To Graduate from the OCS Program and be commissioned as a 2LT-* Applicant must provide a certified transcript from an accredited college or university documenting at least earned **90** semester hours of study based on enrollment, College Level Examination Program, Defense Activity for Non-Traditional Education, or any combination of these verified by a Military Education Center. A diploma from a four-year college/university meets this graduation/commissioning requirement.

Applicant must demonstrate an understanding of, or proficiency in, the English language.

## GT SCORE

- ASVAB GT score must be 110 or higher, prior to the start of Phase I. ***This is NOT waiverable***
- To verify test score, a copy of the applicants Enlisted Record Brief (ERB), block 8 or page 1 of the DD 1966 enlistment form must be included in the packet.

## PROOF OF BASIC TRAINING AND AIT

- Please include NGB 22 (Report of Separation and Record of Service), DD 214, (Certificate of Release or Discharge from Active Duty), DD 220 (Active Duty Report), and any other documentation reflecting all National Guard, United States Reserve and/or Active Duty Time.
- Check all forms to confirm the applicant has an honorable discharge

- Confirm what type of reentry code applicant has been given. Verify that individual will not need a waiver to be commissioned.
- If applicant needed waiver to re-enlist, he/she will need another waiver approved for commissioning.
- If applicant is an OCS State Enlistment Option, provide a copy of DD Form 1966

\*\*\*\*\***EXCEPTION TO POLICY FOR NON-COMPLETION OF AIT**\*\*\*\*\*

- If applicant did not enlist under the OCS State Enlistment Option and the individual does not have AIT, unit must request exception to policy for no AIT.
- Waiver must be approved by NGB-ARH.
- Individual must be counseled and counseling must be in packet

## **SECURITY CLEARANCE STATUS**

- Applicant will have a secret security clearance OR obtain an interim secret security clearance NLT 09 FEB 2013. **NOT WAIVERABLE!**
- Verify that the applicant's MPRJ contains a DA Form 873 (Security Clearance). If the applicant does not possess a "Secret" clearance, process the security clearance application. Ensure that the applicant's MPRJ contains a copy of the DD Form 398-2 or DA Form 5247-R that indicates that a security clearance application has been submitted to the State Security Manager. The parent unit must prepare and submit the appropriate request for any applicant that desires to be commissioned in a branch that requires a Top Secret clearance. Prepare a security clearance verification letter from the unit commander that states the applicant possesses a security clearance or make one copy of the DD Form 398-2 or DA Form 5247-R to include in the application packet.
- Unit Security Manager is responsible for ensuring clearance is initiated. Failure to have at least an open investigation results in non-enrollment to OCS.
- Applicant's counseling form must be included in packet to show he/she has been counseled on needing secret clearance.

We will have the State Security Officer on site to assist with your security clearance the weekend of the board. If you do not already have a clearance, **please do not contact** the Security Office immediately prior to the board.

## **MORAL/CIVIL CONVICTION WAIVERS**

- Waiver must be approved prior to enrollment into OCS
- Conviction waivers are required for offenses outlined in paragraph 2-9, NGR (AR) 600-100.

- Counseling form must be included in packet if waiver is required

## DOCUMENTS NEEDED FOR MORAL/CONVICTION WAIVERS

- **All documents need to be submitted no later than 15 November 2012 for waivers.**
- Three memorandums of recommendation/endorsement from chain of command (must state offenses in memorandum – along with positive Soldier comments).
- Memorandum from Soldier explaining the event and outcome surrounding the event. Also mention lessons learned and what they have done with their military and civilian life since then.
- Copy of final disposition of court case. (i.e. proof of fine paid, proof of no probation for a DUI, proof of completed mandatory instruction for alcohol abuse in the case of a DUI) If the county courthouse has no record of ticket or conviction do a [DD 369](#) (Police Records Check) for that county along with a document from that county that they have no records of listed offenses.

Documents to look at to see if any convictions are annotated are:

Enlistment Contract  
SF 88 & SF 93  
EPSQ form SF 86  
Pg 3 of NGB 62 Draft

## DA 705 (APFT) Card

Please include a legible copy of applicants DA 705  
([www.army.mil/usapa/eforms/pdf/A705\\_A.PDF](http://www.army.mil/usapa/eforms/pdf/A705_A.PDF)) card.

All information must be filled out completely

“For Record Go” must be marked in the comments block

Applicants must pass the standard three event APFT, IAW AR 350-1, within 12 months prior to enrollment, within 30 days of attending Phase I and within 3 months of commissioning.

Soldiers who are not able to take and pass the standard three-event APFT may request a waiver to AR 350-1 to take the alternate APFT.

***Applicant will be given a diagnostic APFT and must achieve 60% in each event as part of the selection process.***

## HT/WT

HT/WT must be done on the same date as APFT



IF Soldier exceeds weight standards, include a completed DA 5500-R ([www.army.mil/usapa/eforms/pdf/A5500\\_R.PDF](http://www.army.mil/usapa/eforms/pdf/A5500_R.PDF)) (male) or DA 5501-R ([www.army.mil/usapa/eforms/pdf/A5501\\_R.PDF](http://www.army.mil/usapa/eforms/pdf/A5501_R.PDF)) (female).

Taping forms must be done on the same date as APFT

If applicant requires additional taping after the date of the APFT, include second form also.

Form(s) must be signed by two individuals

All information must appear on form

Submit computer generated forms vs. hand written whenever possible.

Applicant must meet the standards as reflected in AR 600-9, to include the maximum allowable percent body fat standards. **NOT Waiverable.**

**Applicant will be weighed and taped if necessary as part of the selection process.**

## **NGB 62-E**

Can be in draft form. Age waivers may require a completed NGB 62-E

Visit - <http://www.ngbpdc.ngb.army.mil/pubfiles/ngbforms/adobe/Ngb62.pdf> - to fill out the NGB 62-E

## **MORAL AND ADMINISTRATIVE DISQUALIFICATION**

Disqualifications for application to the COARNG OCS program include:

- Conscientious objectors.
- Persons identified as security risks under AR 604-10.
- Soldiers who are, or who have been, commissioned officers (not warrant officers) in any component of the U.S. Armed Forces.

## **PHYSICAL PREPARATORY TRAINING**

OCS is a physically demanding course. In order to be physically prepared to enroll in OCS you must start training now, DO NOT wait until you are accepted to the program. Prepare yourself in advance.

Suggestions that will prepare you for OCS, you should be working out 3 to 4 days a week to be physically prepared.

### Muscle Fitness:

Sit-ups  
Push-ups  
Flutter kicks  
Crunches  
Pull-ups

Weight training

### Cardio Vascular:

1 mile run and escalate to 5 mile run  
1 mile foot march and escalate to 5 mile  
(start with a low weight and build to full 35lb to 40lb ruck)  
Jumping Jacks  
Wind sprints

**EXAMPLE COMPANY COMMANDER'S MEMORANDUM OF ACKNOWLEDGEMENT  
LETTERHEAD**

OFFICE SYMBOL

DATE

MEMORANDUM THRU (Command Channels)

MEMORANDUM FOR Commander, Centennial Training Command, 168<sup>th</sup> Regional Training Institute, 5040 Bennett Street, Building 8010, Fort Carson, Colorado 80913

SUBJECT: Application for Officer Candidate School (OCS) SSG JOHN P. DOE,  
SSN: 777-77-7777

1. Enclosed is the OCS application submitted by SSG John P. Doe, a member of this command, with requested documents. This Soldier is applying for enrollment in the Class 56 of the COARNG OCS to start in January 2013.
2. As Company Commander of \_\_\_\_\_, I am aware that this Soldier, assigned under my command, has chosen to apply to the Colorado Army National Guard Officer Candidate School. We have reviewed the applicant's packet and the Soldier meets the minimum requirements necessary to attend the OCS program.
3. I am aware that he/she will be detached from my UMR and attached to the 168<sup>th</sup> RTI for the duration of his/her training.
4. I am aware that he/she must be placed on 168<sup>th</sup> RTI's 1379, regardless of status (AGR, M-day, Tech), for the duration of his/her training.
5. I am aware that it is my responsibility to ensure this Soldier is loaded in ATTRS under Phase 0 prior to the Selection Board on 05 January 2013.
6. I am aware that it is my responsibility to ensure this Soldier is either in a Split Train status or on orders to attend the Selection Board on 05 January 2013.
7. I am aware that it is my responsibility to ensure that attachment orders and promotion orders are cut upon acceptance into the program.
8. Any questions you may have about this individual should be addressed to: (POC at unit) and can be reached at (phone numbers and e-mail addresses).

Encls:

SIGNATURE BLOCK  
Of First Commander in  
Chain of Command

## **CANDIDATE AUTOBIOGRAPHY**

### **PREPARING THE OCS STUDENT AUTOBIOGRAPHY**

**SUBJECT AREA:** Written Communication.

**ASSIGNMENT:** Write an OCS Student autobiography of 4-5 pages (1000 words max.)

#### **ASSIGNMENT INFORMATION:**

a. Substance: Generally speaking, a writer reflects upon and describes his/her life, or part of it, in an autobiography. For your first assignment as an OCS student, we ask that you write an OCS Student autobiography, focusing on that part of your life which has led you to consider becoming an Army Officer. Here are some suggestions for proceeding with this assignment:

(1) Present vital statistics: date, place of birth, places of residence, schools you have attended, family background, and prior military service or experiences.

(2) Describe special events in your life; relate circumstances and happenings that make you different, that help make you what you are, and that you expect your audience to find memorable.

(3) Tell what you expect to contribute to society through gaining an education and what you may contribute by completing OCS requirements and gaining a commission.

**NOTE:** One of your principle writing tasks is to develop a fluid, readable narrative of your life, so do not merely list responses to these suggested questions. Instead, weave your responses into a narrative story of your life and your expectations in life and how this relates to your goal of earning a commission in the military.

b. Format: Final paper will be typed or computer-printed on one side only. Number each page (except the first page-cover sheet) on the center bottom of the page. The cover sheet format is provided. Your autobiography will start on the second page and be numbered "1" in the numbering sequence of all the remaining pages.

c. Fasten a head and shoulders photo of yourself (3" x 5" or 4" x 6" photos or digital camera printouts on high-quality paper are acceptable) in uniform (ACUs) to the bottom of the cover sheet. Use "Scotch Magic Tape" to fasten photo to cover sheet. Local policy/SOP may require your class to schedule a date for all of you to take photos together, or you may wish to get together with classmates and take each other's picture.

d. Evaluation: OCS Staff members will evaluate your autobiography. The OCS Selection Board of Officers will read and review your autobiography to formulate initial opinions about you. Your autobiography will be judged on four criteria: content, organization, readability, and presentation. Evaluators will consider the following questions as they make their evaluation:

(1) Substance. How much specific detail have you used? (Generally, the more detail the better) How appropriate is the detail? How well does the reader get to "know" you, solely on the bases of your autobiography?

(2) Organization. Does your paper develop smoothly? Does each part relate well with the rest of your paper? Do you relate your earlier life to your present situation in college? Do your expectations regarding the future emerge clearly from what you reveal of your past and present?

(3) Style. Have you used effective transitions? Have you written directly? Have you chosen familiar, unpretentious vocabulary? Have you avoided long, cumbersome sentences? On the other hand, have you also avoided an extended series of very simply structured sentences? Has your punctuation assisted rather than hindered or confused your reader? Overall, have you observed the conventions of standard written English?

(4) Correctness. Is your text carefully proofread, and free of typographical errors? Have YOU used the proper format? Is your text neat, and free of smudges and wrinkles?

**COVER SHEET**

**OCS Student Autobiography**

By:

NAME: (Last, First, Middle)

Date of birth:

Last 4 SSN

OCS Class # 56

Date Prepared

**Candidate Photo**

**COVER SHEET**

**Why I Want To Be An Officer Essay**

By:

NAME: (Last, First, Middle)

Date of birth:

Last 4 SSN

OCS Class # 56

Date Prepared

**Candidate Photo**

## EXAMPLE COMMANDER'S LETTER

COLORADO ARMY NATIONAL GUARD

COMPANY

Address

City/State

Unit Symbol

Date

MEMORANDUM THRU

FIRST ADDRESSEE \_\_\_\_\_

SECOND ADDRESSEE \_\_\_\_\_

FOR OCS Commander, Modular BN, 168<sup>th</sup> Regional Training Institute, 5040 Bennett Street,  
Building 8010, Fort Carson, Colorado 80913

SUBJECT: Recommendation for Attendance at the Officer Candidate School (OCS) Program

1. Forwarded herewith is the OCS Application packet for \_\_\_\_\_. I  
recommend Specialist John M. Smith, SSN xxx-xx-xxxx, HHD 205<sup>th</sup> Corps Support, for attendance  
at the 2013 Officer Candidate Course.

2. I have conducted a personal interview and recommend approval of this application.

3. I would want an applicant of his/her caliber to serve as an officer in my command upon  
completion of OCS training. *(At a minimum, the individual's current company must provide letters  
recommending the individual for OCS. The letters should contain objective details outlining the  
traits, actions, skills, experiences, characteristics, training, and education that indicate the  
individual is qualified to enroll in the OCS Program).*

4. The applicant has demonstrated adequate military leadership potential and possesses the  
desire and determination to complete the prescribed course.

3 Encls  
Commanders Endorsement  
Birth Certificate  
Copy of Social Security Card

JOHN DOE  
CPT, EN, CO ARNG  
Commanding

NOTE: Commanders in the Chain of Command must endorse application.

EXAMPLE MEDICAL WAIVER REQUEST LETTER

DEPARTMENT OF THE ARMY  
Unit Heading

(Office Symbol)

(Date)

MEMORANDUM THRU 168<sup>th</sup> Regional Training Institute, 5040 Bennett Street, Building 8010, Fort Carson, Colorado 80913

MEMORANDUM FOR The Adjutant General, Headquarters, Colorado Army National Guard, (CW4 Escolopio), 6848 South Revere Parkway, Centennial, CO 80112

SUBJECT: Medical waiver request for commissioning.

1. I request that a Medical waiver be granted for commissioning for OC **(Last Name, First Name, SSN)**.
2. The following is pertinent information on the applicant:
  - a. Summary of Civilian Employment.
  - b. Summary of Educational Background.
  - c. Summary of Military Background.
3. Brief description of the Candidate's positive attributes to justify granting a waiver for commission.
4. POC for this request is the undersigned at (###) ###-####.

Encl

- 1- Certified copy of 2-1
- 1- Current copy of APFT
- 1- Copy of College Transcripts
- 1- Copy of Chapter 2 Physical

JANE A. DOE  
CPT, EN, CO ARNG  
Commanding

EXAMPLE AIT WAIVER REQUEST

DEPARTMENT OF THE ARMY  
(Unit Heading)

(Office Symbol)

(Date)

MEMORANDUM THRU 168<sup>th</sup> Regional Training Institute, 5040 Bennett Street, Building 8010, Fort Carson, Colorado 80913

MEMORANDUM FOR The Adjutant General, Headquarters, Colorado Army National Guard, (CW4 Escolopio), 6848 South Revere Parkway, Centennial, CO 80112

SUBJECT: AIT waiver request for attending OCS.

1. I request that a waiver of the AIT requirement for OCS attendance be granted for OC **Doe, John, ### - ## - ####.**

2. The following is pertinent information on the applicant:

- a. Summary of Civilian Employment.
- b. Summary of Educational Background.
- c. Summary of Military Background.

3. Brief description of the Candidate's positive attributes to justify granting a waiver for attendance.

4. POC for this request is the undersigned at (###) ###-####.

Encl

- 1- Certified copy of 2-1
- 1- Current copy of APFT
- 1- Copy of College Transcripts
- 1- Copy of Chapter 2 Physical

JANE A. DOE  
CPT, EN, CO ARNG  
Commanding



EXAMPLE CONVICTION WAIVER REQUEST

COLORADO ARMY NATIONAL GUARD

Unit

Address

City/State

OFFICE SYMBOL

DATE

MEMORANDUM THRU

FIRST ADDRESSEE

SECOND ADDRESSEE

FOR Office of The Adjutant General, Headquarters, Colorado Army National Guard, (CW4 Escolopio), 6848 South Revere Parkway, Centennial, CO 80112

SUBJECT: Request for Waiver of Civil /Military Conviction to Enter OCS

1. Request Waiver of Civil Conviction be granted **(Rank, Name, SSN)** to enter OCS. He/she has explained the conviction in the attached Statement of Circumstances. On interviewing him/her, the undersigned finds no reason to doubt the validity of his/her explanation.

2. The following is background information on this applicant:

a. (Summary of civilian employment).

b. (Summary of educational background with attention to special educational qualifications or achievements).

c. (Use this paragraph to fully justify the Request; and if necessary, to further explain the conviction. Include a statement of applicant's conduct and reputation on the present date).

3 Encls

1. NGB Form 62-E

2. Statement of Circumstances

3. Arrest/Court Documents

4. Character References (3) *(Letters from E-8 and O-5 and above are preferable)*

JOHN DOE

CPT, EN, CO ARNG

Commanding

**NOTE: Commanders in the Chain of Command (Battalion and Higher) must endorse and sign request for waiver.**

CIVIL CONVICTION WAIVER CHECKLIST		
(Soldier/Applicant's Last Name, First Name, Middle Initial)	(Last four of SSN)	(Rank/Title)
	YES	NA
1. G1 request for waiver. Signed by the State G1 or higher.		
2. Application for Federal Recognition (NGB Form 62E). Must be signed by the Soldier/Applicant and have endorsement signatures on page 4.		
3. Is Soldier/Applicant an O9S Enlistee, AMEDD applicant, JAG applicant, or Chaplain applicant? _____.		
4. Evidence of civil conviction(s) , charging and final disposition court documents. Must include proof Soldier/Applicant completed the sentence requirements of the conviction.		
5. Applicant's letter of circumstance detailing the offense, circumstance surrounding the offense, age at the time of the offense, and demonstrated remorse.		
6. Verification of security clearance or proof of initiation of security clearance investigation.		
7. Verification of all periods of service. Include DD Form 4, 4/1, DD Form 214, NGB Form 22, etc.		
8. Evidence of completed civilian education, official transcripts (not issued to student).		
9. Certified copy of current DA Form 705.		
10. Certified copy of current height/weight verification memo or certified copy of DA Form 5500/5501.		
10. Letters of recommendation from current chain of command. Should include evidence of individual's military and civilian education, character, civilian employment status, and financial responsibility.		
11. Last three Non Commissioned Officer Evaluation Reports (NCOERs) (required for NCOs).		
12. Copies of federal awards or DA Form(s) 638.		
13. Verification of military education, copies of DA Form(s) 1059.		
14. Projected start of OCS Class: Traditional, Phase I date: _____, Federal, date: _____, Accelerated 501 Program, date: _____.		

COLORADO ARMY NATIONAL GUARD

COMPANY

Address

City/State

**SOCIAL SECURITY CARD**

Please include the following letter signed by the unit commander, along with a legible copy of the applicants Social Security Card.

**VERIFICATION OF SOCIAL SECURITY CARD**

DD-MONTH-YYYY

I have this date verified that the following Social Security Number ###-##-#### is identical to the number listed on the Social Security Card issued to **First Middle Last.**

Commanders Name

Unit

COLORADO ARMY NATIONAL GUARD

COMPANY

Address

City/State

**BASIC COURSE CONTRACT**

I understand that if I am accepted to attend the Colorado Officer Candidate School that I will be required to complete an Officer Basic Course (OBC) within twelve months from the date of my appointment. I also understand that if I fail to complete OBC in the specified time, I will be separated from the ARNG and transferred to the IRR.

Signature of Applicant

Printed Name

Signature of Witness

Printed Name

COLORADO ARMY NATIONAL GUARD

COMPANY

Address

City/State

**SECURITY CLEARANCE STATEMENT OF UNDERSTANDING**

I understand that if I am commissioned in the Army National Guard, I will be required to obtain a **Final Secret Clearance**. I also understand that if the results of the investigation are unfavorable, I will be subject to discharge if found to be ineligible to hold an appointment. I also understand that waivers of this requirement will not be granted.

Printed Name

Signature

## **COMMANDER'S INTERVIEW GUIDE**

### Unit Commander's Guide for Commissioning Program Interview

\_\_\_\_\_ Does the Soldier meet height and weight standards IAW AR 600-9?

\_\_\_\_\_ Can the Soldier pass APFT?

\_\_\_\_\_ Is the Soldier on a profile?

\_\_\_\_\_ Is the Soldier flagged?

\_\_\_\_\_ Does the Soldier meet civilian education requirements for the program (60 SEM hrs)?

\_\_\_\_\_ Can the Soldier be commissioned prior to his/her 42nd birthday, if not will need TAG waiver.

\_\_\_\_\_ Can Soldier attend all OCS drills and complete the course? Historically, attendance issues include civilian education, employee conflicts, family hardships, financial hardships, medical problems, lack of motivation and adaptability, and habitual absenteeism.

## **GENERAL INFORMATION**

Inform applicants of the requirements to complete an Officer Basic Course following commissioning. The requirement is to be enrolled within 18 months of commissioning; there is one six month extension that can be granted. Failure to complete this course will result in the forfeiture of the commission and the individual will be reduced to enlisted rank.

## STATEMENT OF OFFICER CANDIDATE

FULL NAME: \_\_\_\_\_  
(First) (Middle) (Last)

SSN: \_\_\_\_\_

GRADE/RANK: \_\_\_\_\_

UNIT OF ASSIGNMENT:

1. Were you ever rejected for military service or appointment as a commissioned officer or warrant officer? ☐ Yes ☐ No (if yes, explain)

\_\_\_\_\_

2. Are you now receiving disability allowance, disability retirement pay or pension as a result of military service? ☐ Yes ☐ No (If yes, explain)

\_\_\_\_\_

3. Have you ever been separated from military service by reason of reclassification, board action or ever resigned in lieu of reclassification, board action or court-martial proceedings? ☐ Yes ☐ No (If yes, explain)

\_\_\_\_\_

4. Have you ever been court-martialed? ☐ Yes ☐ No (If yes, explain)

\_\_\_\_\_

5. Have you ever been arrested or convicted by a civil court for other than minor traffic violations?  
☐ Yes ☐ No

6. List all previous arrests, charges and convictions to include traffic violations:  
(USE CONTINUATION SHEET IF NECESSARY)

Date of Offense	Nature of Offense	Judicial Decision	LOCATION	Fine and Court Cost
--------------------	----------------------	----------------------	----------	------------------------

I hereby certify that the above statements accurately reflect my current status in regards to previous court-martial, previous charges and convictions and medical disability. I further understand that my failure to have revealed accurate information will result unfavorable toward my continuing in the OCS Program.

DATE: \_\_\_\_\_  
(Signature)

\* NOTE: Parts A through D are for both candidates and staff; part E is for staff only, parts F through I are for candidates only and part J is for office use only.  
Please complete these items to assist us in responding to and tracking requests and inquiries for the OCS / WOCS program.

Please complete these items to assist us in responding to and tracking requests and inquiries for the OCS / WOCS program.



# Officer Candidate Unit Information & POCs

Name \_\_\_\_\_ SSN \_\_\_\_\_  
(Print LAST, FIRST MI)

Unit : \_\_\_\_\_

Major Command:

- ☐ 89<sup>th</sup> Troop Command    ☐ 168<sup>th</sup> REGT    ☐ JFHQ-CO    ☐ 100<sup>th</sup> MDB  
☐ 169<sup>th</sup> FiB    ☐ MEDCOM    ☐ SOD-K

*\*\*Please provide as much information below as possible. This may be utilized to get assistance in completing your Enrollment Paperwork, Packing List Supply Issues, Pay Issues, etc.*

First Line Supervisor Name & Rank \_\_\_\_\_  
Phone Number(s) \_\_\_\_\_  
Email \_\_\_\_\_

Unit Full Time Personnel Name & Rank \_\_\_\_\_  
Phone Number(s) \_\_\_\_\_  
Email \_\_\_\_\_

Company Commander \_\_\_\_\_  
Phone Number(s) \_\_\_\_\_  
Email \_\_\_\_\_

Unit Supply Sergeant Name & Rank \_\_\_\_\_  
Phone Number(s) \_\_\_\_\_  
Email \_\_\_\_\_

## NGB FORM 62E INSTRUCTIONS

- 1. GENERAL RULES:** All forms must have full original signatures on each document where required. Completed packets must also have the required number of copies IAW current checklist. All items will have a response.
- 2. NGB FORM 62E:** The 62E is the Application for Federal Recognition as an Army National Guard Officer or Warrant Officer of the Army in the Army National Guard of the United States. Complete as follows below.
  - a. Date the 62E when forwarded to Battalion or MACOM.
  - b. Applicants should respond to all questions. Enter "NA" when appropriate instead of leaving an item blank.
  - c. "YES" answers to section 2p, q, or r, require a civil conviction waiver request THRU the State Officer Branch before processing.
  - d. Page #2, section 2t(1), is for **ACTIVE DUTY TIME ONLY**, regardless of component or active duty status except annual training (AT). Applicant needs to provide documentation for all entries, i. e., DD Form 214, DA Form 1059, ADSW, etc. The response for "Duty" refers to the MOS or AOC (officers), not IRR, AD, etc.
  - e. Page #3, section 2t(2), is for **ALL** Reserve Component time regardless of component or status, provided applicant has documentation.
  - f. Utilize DD Form 214s or NGB Form 22s and other prior service records to **accurately** account for all periods of service. **Do not overlap Active Duty and Reserve time.**
  - g. **It is important that the NGB Form 62E be accurately completed and corresponds** to all prior service records submitted. School dates and prior service time must reflect the same periods of time.
  - h. **ALL** applicants entering the Army National Guard (ARNG) are required to submit an NGB Form 62E. The **ONLY** exception is Interstate Transfers (IST).
  - i. **ALL questions on the NGB FORM 62E require a response.** Type all information on this form, enter Not Applicable (NA) where appropriate, and insure the applicant signs **FULL SIGNATURE (FIRST, MIDDLE, AND LAST NAME. NO ABBREVIATIONS.**
  - j. Fill out in **triplicate** (unless specified otherwise). **ALL COPIES MUST HAVE THE ORIGINAL SIGNATURES OF THE APPLICANT, BATTALION, AND MACOM COMMANDERS.**
    - (1) "From": Enter the last name, first name, middle name, and Social Security Number.
    - (2) "Thru": Enter the full name of the respective state, **NO ABBREVIATIONS.**
    - (3) Item 1: Enter appropriate paragraph from NGR 600-100 or NGR 600-101, as applicable.
    - (4) Item 1a: Enter the grade and rank (O3/Captain) for which the applicant is eligible and

the branch, using the correct two-letter abbreviation for the branch followed by the full name, followed by the AOC/MOS (for officer/warrant officer, as appropriate) in parenthesis (i. e., IN/Infantry (11A)). If the branch is too long to fit in the space provided, enter only the two-letter branch abbreviation followed by the AOC/MOS for which the applicant is applying (i. e., IN (11A)).

(5) Item 1b: Enter the same response as 1a for this question.

(6) Item 1c: This entry is NA and NA.

(7) Item 2a: Self-explanatory.

(8) Item 2b: Enter **business name** with address.

(9) Item 2c: Date of birth is self-explanatory. **RACE:** READ the choices (i. e., white (non-Hispanic)).

(10) Item 2d: Enter the place of birth to include city, county, and state.

(11) Item 2e: Enter "birth" or "naturalization". If applicant is a naturalized citizen, a DA Form 5252-R must be completed and enclosed under birth certificate on the checklist.

(12) Item 2f: Ensure number **and relationship** of dependents is entered.

(13) Item 2g and 2h: Self-explanatory.

(14) Item 2i: Enter present occupation and years of experience with the **NAME** and address of the employer. Ensure this item corresponds with item 2b.

(15) Item 2j: Enter past occupation and years.

(16) Item 2k: Enter membership in professional societies, this includes fraternities, sororities. **DO NOT ABBREVIATE.**

(17) Item 2l: Self-explanatory.

(18) Item 2m: Enter "yes" or "no". If **yes**, complete second part of question (i. e. yes; 2LT, IN, USAR Control Group (Reinf), St Louis, MO, no rating) (for IRR). For unit: 2LT, IN, OHARNG, HQ, STARC, Cleveland, OH, no rating). If **no**, enter "NA".

(19) Item 2n: Enter "yes" or "no". If **yes**, applicant will enter the **detailed** information requested. If answer is too long, continue in paragraph 2u or on an attached sheet of paper. If an additional sheet of paper is used, indicate in item 2n that explanation is attached. If **no**, enter "NA".

(20) Item 2o through 2r: Enter "yes" or "no" to each question. **Any yes** answers, the applicant will enter the details in paragraph 2u or on an attached sheet of paper. If an additional sheet of paper is used, indicate after the appropriate question that explanation is attached. If **no**, enter "NA".  
**NOTE:** Any "yes" answer in any section will require a waiver(s) **before** submitting the application.

(21) Item 2s(1): Enter all civilian schools attended. **BEGIN WITH HIGH SCHOOL** or equivalent and continue through the last school attended. If currently attending college, enter information as indicated, **except** under "graduated yes or no", enter PRESENT and leave year blank.

(22) Item 2s(2): Enter all military service schools attended. This includes BCT, AIT, ABN, Officer Basic, etc. These schools are documented with DD Form 214s or Academic Evaluation Reports

(AERs)(DA Form 1059). Non-Prior Service (NPS) applicants enter "NA". Use continuation sheets if necessary and indicate as such on 62E.

(23) Item 2s(3): Enter all military correspondence courses. Examples of Army Extension Course would be: Officer Basic Course (OBC) and Primary Leadership and Development Course (PLDC0). Example: OAC(AMEDD), Phase I & II, yes, 15 Jan 97. Non-Prior Service (NPS) enter "NA".

(24) Items 2t(1) and 2t(2): Enter **ALL** periods of Active Duty (AD) time **ONLY** in 2t(1), regardless of component, provided applicant has documentation (this includes ADSW time); i. e., DD Form 214, DA Form 1059, etc. **DO NOT ENTER ANNUAL TRAINING (AT) PERIODS.** Enter **ALL** Reserve Component time in Item 2t(2), regardless of component or status. Examples of Reserve Component time are Individual Ready Reserve (IRR), Individual Mobilization Augmentation (IMA), Reserve Officer Training Course (ROTC), ARNG time (active and inactive), USAR, USNR, USMCR, USAFR, etc. **ALL entries in both areas must have supporting documentation.** Non-prior service (NPS) applicants enter a single "NA" in the first upper left block of each item.

(25) Item 2u: Enter any excess or additional information from any question. If there is no additional information, enter "NA". Enter SGLI selection, withholding selection (i. e., \$250,000/WE: S0). Also, if married female applicant, enter her maiden name (i. e., maiden name: Jones). If any aliases, enter them.

(26) Signature: The applicant must sign his/her **full signature (first, middle, and last)**. Suffixes may be abbreviated, i. e., Jr., Sr., etc.

k. NGB FORM 62E ENDORSEMENTS:

(1) All initial appointments, re-appointments, and graduation applications require all five endorsements. The exception is IRR and USAR transfers (IST transfers do not require an NGB Form 62E). These transfers only need endorsements 1, 2, and 5 completed. Units need to follow the State policy concerning who signs the endorsements and at what command level. Type the complete signature block of **each** officer signing each endorsement on the line provided. (For example: Gee I. Joe, COL, IN, GAARNG, Commanding)

(2) The 1<sup>st</sup> and 2<sup>nd</sup> Endorsements: These are completed at the unit or higher headquarters level. Generally speaking, the two highest command levels, before getting to state level, complete these endorsements. **REMEMBER TO TYPE "YES" ON THE LINE AFTER "APPROVAL RECOMMENDED"**. ALL NGB Form 62E's will have the 1<sup>st</sup> and 2d endorsements completed.

**EXAMPLE:**

1<sup>ST</sup> endorsement units:

(Company) Co C, 536<sup>th</sup> Fwd Spt Bn (UIC), PO Box 5218, Austin, Texas 78763  
(Battalion) HQ DISCOM, PO Box 5218, Austin, Texas 78763

2d endorsement units:

(MACOM) HQ, 49<sup>th</sup> Armor Division, PO Box 5218, Austin, Texas 78763

(Officer Management Team-STATE) TAG, ATTN: DCS-PA-OMT, 5019 GA  
Hwy 42 S, Ellenwood, GA 30294

- (3) The next entry required is "His/Her appointment is desired to fill the position of". Information should include the applicant's duty position title, grade, AOC, paragraph and line number, payroll identification number (PIN), unit identification code (UIC), and name of unit. If the duty position is an ADDITIONAL TDA position, identify the position as an "Additional TDA" position in HQ, STARC, followed by the same information as MTOE/TDA endorsements. An example is: Chemical Officer, (1LT)(74A) Para 101, line 03, (413)(WQBLAA), Co C, 536<sup>th</sup> Fwd Spt Bn, Austin, TX.
- (4) The next entry is "Vice": Examples: original vacancy, vacant, Additional TDA, and Overstrength. Overstrength in this entry needs to place the last name of the primary holder of the slot (i. e., Overstrength, Jones).
- (5) The 3d endorsement. Your State Military Personnel Office (MILPO) completes this. The 3d endorsement shows your MILPO has reviewed the application and finds the application is ready to send to the Senior Army Advisor's (SRAA) office.
- (6) The 4<sup>th</sup> endorsement. This is completed by your SRAA's office. The SRAA convenes the Federal Recognition Board (FRB) to determine the applicant's eligibility as an officer. **REMEMBER:** The FRB determines the applicant's general qualifications to be an officer. The FRB also determines branch change requests for qualification to make this change. If the applicant is "selected" by the FRB for appointment, the FRB will issue a Temporary Federal Recognition (TFR) appointing the applicant into the National Guard. The President of the FRB will sign the 4<sup>th</sup> endorsement.
- (7) The 5<sup>th</sup> endorsement. This is completed by your MILPO, after state orders are cut. The FRB documents, Oath of Office (NGB Form 337), State orders, and the completed NGB Form 62E are forwarded to Chief, NGB, ATTN: NGB-ARP-CO to be processed for Permanent Federal Recognition (PFR) orders. All endorsements must be filled out IAW NGR 600-100 or NGR 600-101, as appropriate.

**APPLICATION FOR FEDERAL RECOGNITION AS AN ARMY NATIONAL GUARD OFFICER OR WARRANT OFFICER  
AND APPOINTMENT AS A RESERVE COMMISSIONED OFFICER OR WARRANT OFFICER OF THE ARMY  
IN THE ARMY NATIONAL GUARD OF THE UNITED STATES**

The proponent agency in NGB-ARH. The prescribing directive is NGR (AR) 600-100 and NGR (AR) 600-101.  
Handwritten form will not be accepted. Each item must be completed. Annotate "None" where applicable.

**PRIVACY ACT STATEMENT**

**AUTHORITY:** Title 32 USC 307, Title 10 USC 10204, Executive Order 9397.

**PURPOSE:** To apply for Federal Recognition as an Army National Guard Officer or Warrant Officer, and appointment as a Reserve Commissioned Officer or Warrant Officer of the Army in the Army National Guard of the United States. The original will be maintained in the Soldier's Official Military Personnel File or electronically filed in a DoD approved system. A copy will be maintained by the MILPO for state records. For organizational use only.

**ROUTINE USES:** None.

**DISCLOSURE:** Voluntary; However, if individual does not provide the information requested by the Board, Federal Recognition may be denied.

FROM: (Last, First, Middle)

SSN:

DATE:

THRU: (State Adjutant General)

TO: Chief, National Guard Bureau, Attn: NGB-ARP-C, 111 South George Mason Drive, Arlington, VA 22204-1382

**SECTION I**

I hereby apply for the following: (Under the provisions of paragraph and NGR authority)

☐ Federal Recognition as a (Grade and Branch)

☐ Appointment as a Reserve Officer of the Army in the Army National Guard as a (Grade and Branch)

☐ Certificate of Eligibility for Federal Recognition in the Army National Guard as a (Grade and Branch)

**SECTION II**

In connection with the application, I submit the following information, which I certify to be correct to the best of my knowledge.

1. Permanent Home Address: (Street, City, County, State, Zip)

2. Date of Birth: Place of Birth: (City, County, State)

3. Race/Ethnic Group: ☐ American Indian/Alaskan ☐ Asian/Pacific Islander ☐ African American ☐ Caucasian ☐ Hispanic ☐ Other/Unknown

4. Are you a citizen of the United States by birth or naturalization? (If by naturalization, append evidence, or certification by an officer.)

5. List number and relationship of dependent's:

6. List nearest relative, relationship, and address:

7. Marital Status: (Single, Married, Widowed, Divorced)

8. List present occupation, years experience, employer name and address: (If self-employed, list business address)

9. List additional experience and years of same:

10. List any memberships in professional societies:

11. List any decorations, citations, and commendations: (Attach copies)

12. Are you at present a member of any component of the Armed Forces? <i>(If yes, list grade, branch, component, organization, and aeronautical rating held, if any)</i>
13. Have you ever been rejected for military service or appointment as a Commissioned or Warrant officer? <i>(If yes, state when &amp; where rejected and cause.)</i>
14. Have you ever been separated from the military by reason of reclassification, board action, or have resigned in lieu of reclassification, board action or court martial proceedings? <i>(If yes, give date, place, and details.)</i>
15. Have you ever been court martialed? <i>(If yes, give date, place, charge, and final disposition.)</i>
16. Have you ever been arrested or convicted by a civil court for other than minor traffic violations? <i>(If yes, give date, place, charge, and sentence.)</i>
17. Are you at present receiving a disability allowance, disability retired pay, or pension as a result of military service? <i>(If yes, give details.)</i>
<b>SECTION III</b>
1. High School: <i>(List name of school, city &amp; state, year graduated. If GED completed, attach copy of certificate.)</i>
2. College: <i>(List name of college, city &amp; state, dates attended, and degree program or course attended) (Graduated? Yes or No)</i>
3. Service Schools: <i>(List name of school, city &amp; state, dates attended, and course attended) (Graduated? Yes or No)</i>
4. Army Extension Courses: If completed, attach copy of certificate. <i>(List name of school, phase or series number, and course completion date.)</i>

SECTION IV								
Chronological statement of Active Federal Service, to include Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard in Federal Service, and Reserve Officer on Active Duty.								
(yyyyymmdd)		Station	Grade	Organization	Duty	(name and grade)		
From	To					Immediate Commanding Officer		
Chronological statement of Military Service other than above, to include Army, Navy, Air Force, Marine Corps Reserve, and National Guard not in Federal Service, Cadet at U.S. Military Air Force or Coast Guard Academy, Midshipsman at U.S. Naval Academy, Student in ROTC, and Service in Military Forces of Foreign Countries.								
(yyyyymmdd)		State or Fed	Station	Grade	Organization	Duty	(name and grade)	
From	To						Immediate Commanding Officer	
REMARKS								



APPLICANT SIGNATURE	
Full Signature: _____	<i>(Sign All Copies)</i>
ENDORSEMENT	
<p>Endorsement prepared by organization Commander: _____</p> <p style="margin-left: 40px;">Approval recommended. The statements of the applicant have been verified as far as practicable and are considered to be correct.</p> <p>His/Her appointment is desired to fill the position of : _____</p> <p>Vice: _____</p> <p>Signature: _____ <span style="float: right;"><i>(Sign All Copies)</i></span></p>	
ENDORSEMENT	
<p>Endorsement prepared by organization Commander: _____</p> <p style="margin-left: 40px;">Approval recommended.</p> <p>Signature: _____ <span style="float: right;"><i>(Sign All Copies)</i></span></p>	
ENDORSEMENT	
<p>From: The Adjutant General, State of _____</p> <p>To: The President of the Examining Board.</p> <p>Appointed by paragraph: _____ Orders Number: _____ Dated: _____</p> <p>Headquarters: _____</p> <p>Address: _____</p> <p style="margin-top: 10px;">1. It is requested that the applicant be examined under the provisions of Title 32 Section 307 USC, and regulations prescribed thereunder, for the the grade and branch stated in this application.</p> <p style="margin-left: 40px;">2. The statement of the applicant has been verified as far as practicable and are considered to be correct.</p> <p>Enclosures: _____</p> <p style="margin-top: 20px;">Signature of State Adjutant General: _____ <span style="float: right;"><i>(Sign All Copies)</i></span></p>	
ENDORSEMENT	
<p>The Adjutant General of _____</p> <p>Address: _____</p> <p style="margin-top: 10px;">The examination of the applicant has been completed with the result stated in the proceedings of the board (NGB Form 89) herewith enclosed.</p> <p>Enclosures: _____</p> <p style="margin-top: 20px;">Signature of President of the Board: _____ <span style="float: right;"><i>(Sign All Copies)</i></span></p>	

## FINAL ENDORSEMENT

From: The Adjutant General, State of \_\_\_\_\_

To: Chief, National Guard Bureau, Attn: NGB-ARP-C, 111 South George Mason Drive, Arlington, VA 22204-1382

1. It is requested that Federal Recognition be extended to:

\_\_\_\_\_  
(Firstname, middle, lastname, social security number, and appointed grade, branch, & date)

\_\_\_\_\_  
(Give specific position and designation of organization assigned to)

per \_\_\_\_\_

\_\_\_\_\_  
(Give designation of issuing office, number, paragraph of order, and order date)

vice \_\_\_\_\_

\_\_\_\_\_  
(Give name only of previous occupant)

who on \_\_\_\_\_

\_\_\_\_\_  
(Give date position was vacated)

was \_\_\_\_\_

\_\_\_\_\_  
(State: a. Resignation, b. Transfer, c. Promoted, d. Demoted)

by \_\_\_\_\_

\_\_\_\_\_  
(State: a. Own application, b. Changes in table of organization, c. Conversion of Unit)

per \_\_\_\_\_

\_\_\_\_\_  
(Give designation of issuing office, number, paragraph of order, and order date)

Attach copy of order as enclosure.

2. Attach a copy of the order of appointment and completed oath of office (NGB 337) as enclosure.

3. It is further recommended that the request for appointment as a Reserve Officer of the Army National Guard of the United States contained in the basic communication be approved.

Enclosures: (Enumerate)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of State Adjutant General:

(Sign All Copies)

## INSTRUCTIONS

In submitting this form, carefully comply with applicable National Guard regulations. This form will be submitted by the applicant through military channels to the State Adjutant General in sufficient copies to ensure that two completed applications and supporting documentation are received by the National Guard Bureau.

This form will be executed by all candidates for examination under the provisions of Title 32 Section 307 USC. When so executed, it serves for the certified statement of the candidate of their personal and military history as prescribed by National Guard Regulations.

The State Adjutant General will, if the application meets with their approval, issue instructions for the candidate to report to the president of the examining board which has been previously appointed by the Army Commander under the provisions of Title 32 Section 307 USC.

The State Adjutant General will forward the application by endorsement thereon, with all pertinent documentation, to the president of the examining board. Candidates may be ordered before the examining board before appointment, but if examined prior to appointment, the candidate should be appointed as soon as practicable after the successful examination has been completed.

The president of the examining board will, upon completion of the examination, forward the application by endorsement thereon, to the State Adjutant General, transmitting therewith the proceedings of the board (NGB Form 89) with all pertinent documentation.

The State Adjutant General will forward the application by endorsement thereon, to the Chief, National Guard Bureau, transmitting therewith the proceedings of the examining board (NGB Form 89) with all pertinent documentation, and any additional attachments as necessary.